



BUSINESS LOAN APPLICATION FORM

Cooperative **Partnership** **Corporation**

(Please mark the appropriate boxes and indicate N/A if not applicable)

A. BUSINESS INFORMATION

Registered Business Name:

Principal Business Address: (Unit #, Building/House #, Street, Subdivision/Barangay/District, Municipality/City, Province, Zip Code)

Website/social media (Business):

TIN:

Business address ownership: Owned (unencumbered)
 Owned (mortgaged)
 Rented

Years the Business has been in operation: _____ years

Number of branches: _____
Number of subsidiaries: _____

Nature of Business (Based on PSIC reference):

Please specify business activity:

Business registration (Check all that apply)	Date of Business Registration (mm/dd/yyyy)	Expiry Date of Registration (mm/dd/yyyy)	Registration Number
<input type="checkbox"/> CDA			
<input type="checkbox"/> DTI			
<input type="checkbox"/> SEC			
<input type="checkbox"/> BIR			
<input type="checkbox"/> Barangay/Mayor's Permit			
<input type="checkbox"/> Others (Please specify): _____			

Indicate whether the business:¹ Is at least 51% (majority) owned by female/s
 Is at least 20% owned by female/s; AND (i) has at least 1 woman as CEO/COO/President/Vice President; AND (ii) 30% of directors composed of women, where a board exists

Firm Size² (Total assets exclusive of the land on which the business entity's office, plant and equipment are situated)³

Micro (not more than Php 3M) Small (Php3,000,001 to 15M) Medium (Php15,000,001 to 100M)

Annual Sales or Revenue:
Php _____

Number of employees: (Please indicate all paid employees and/or directly involved in business operations)
Full-time: _____ Part-time: _____

B. CONTACT INFORMATION

Authorized Representative 1:

PhilSys Card No. (PCN):

(First Name) (Middle Name) (Last Name) (Suffix, if applicable)

Date of Birth (mm/dd/yyyy) **Mobile Number:** **Landline No.** (Area Code, Number) **Email Address:** **Sex:** Male Female

Authorized Representative 2:

PhilSys Card No. (PCN):

(First Name) (Middle Name) (Last Name) (Suffix, if applicable)

Date of Birth (mm/dd/yyyy) **Mobile Number:** **Landline No.** (Area Code, Number) **Email Address:** **Sex:** Male Female

Top Trade References:

Name of Top Suppliers	Goods Supplied/ Services Rendered	Contact Person	Contact Number
Name of Top Customers	Goods Purchased/Services Availed	Contact Person	Contact Number

C. LOAN APPLICATION INFORMATION

Loan amount applied for (subject to the approval of the bank): **Php** _____ **Tenor:** _____ months

Proposed frequency of repayment⁴: Weekly Monthly Quarterly Annually Lump sum Others (Please specify): _____

Loan Facility: Credit Line Term Loan Others (Please specify): _____
Loan Purpose: Working capital (including receivables and inventory financing) Business expansion Construction/Development of real estate Purchase of equipment/motor vehicles Acquisition of real estate Others (Please specify): _____ Loan takeout/refinancing

¹ This information will solely be used to monitor information on business ownership/management in the country. Responses in this part will not affect the assessment and approval of your loan application.

² Subject to bank verification

³ The size of your firm will not affect the assessment and approval of your loan application.

⁴ As may be applicable

CHECKLIST OF SUPPORTING DOCUMENTS

The checklist enumerates the types of supporting documents that the borrower may present to facilitate the financial institution’s evaluation of the loan application. **Borrowers are not expected to provide all the listed documents but only those that are applicable and available.**

After the initial loan application screening, additional documents may be requested to further evaluate the loan application and the security being offered. The financial institution may also require additional documents, as deemed necessary.

For the financial institution to better consider the application, additional post-approval documents not specified in the list may be required, as applicable.

Basic Documents

- Filled-out and signed application form
- Clear copy of one (1) valid government-issued ID of authorized representative, if applicable
- Board/Partnership Resolution or Secretary's Certificate authorizing the loan and indicating the authorized person/s to transact with the bank and sign relevant documents
- Special Power of Attorney, if applicable

Proof of Business Registration and Supporting Documents:
(Please check applicable item/s)

Cooperative

- Certificate of Registration with Cooperative Development Authority (CDA)
- Certificate of Compliance, if applicable
- List of elected officers

Partnership

- Certificate of Registration with Securities and Exchange Commission (SEC)
- Articles of Partnership

Corporation

- Certificate of Registration with SEC
- General Information Sheet (GIS), if applicable
- Latest amended Articles of Incorporation and By-Laws

Income Documents *(Please check applicable item/s)*

- Photocopy of Audited Financial Statements for the past 3 years with latest Income Tax Return (ITR) or Photocopy of in-house financial statements or pre-operating balance sheets
- Bank statements or photocopy of passbook for the past 6 months
- Business background/Company profile
- Proof of other income, *if any*

Other Supporting Documents

- Billing statement of utilities
- Certificate of Registration with Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)
- Statement of Account from current lender and official receipts for the past 3 months *(if loan purpose is refinancing/loan takeout)*
- Others *(please specify):* _____

Supporting documents for secured loan

Security Documents *(Please check applicable item/s)*

- Photocopy of Transfer Certificate of Title (TCT)/ Condominium Certificate of Title (CCT)
- Photocopy of Tax Declaration (for land and improvement)
- Location/Vicinity Map
- Land Transportation Office (LTO) Official Receipt (OR)/ Certificate of Registration (CR) or Deed of Sale of Motor Vehicle
- Reservation Agreement or Contract to Sell or Statement of Account (for Deed of Assignment (DOA) accounts only)

If secured by a Continuing Suretyship:

- Basic Documents (as enumerated in this form) of the Surety
- Income Documents (as enumerated in this form) of the Surety

If construction loan

- Building/Floor plan of proposed improvement
- Bill of materials
- Specification of proposed finishes
- Building permit

Others

- Appraisal fee
- Additional security documents *(Please specify):*

Post-approval requirements for real estate collateral-backed loans *(Please check applicable item/s)*

- Original owner’s copy of TCT/CCT
- Original Tax Clearance
- Certified true copy of latest Tax Declaration
- Insurance policy/ies (for properties with improvements)
- Master Deed of Declaration (for condominium only)
- Photocopy of latest full year Real Estate Tax Receipt (RETR)
- Price quotation of the property (for property acquisition)
- Affidavit of Consent to Mortgage Family Home

Other post-approval requirements

- Certificate of Ownership for movable property (e.g., motor vehicles, etc.)

FOR BANK REFERENCE ONLY

PHILIPPINE STANDARD INDUSTRIAL CLASSIFICATION (PSIC)

- A – Agriculture, Forestry & Fishing
- B – Mining and Quarrying
- C – Manufacturing
- D – Electricity, Gas Steam and Air-conditioning Supply
- E – Water Supply, Sewerage, Waste Management and Remediation Activities
- F – Construction
- G – Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles
- H – Transportation & Storage
- I – Accommodation & Food Services Activities
- J – Information & Communication
- K – Financial & Insurance Activities
- L – Real Estate Activities
- M – Professional, Scientific & Technical Activities
- N – Administrative & Support Service Activities
- O – Public Administration & Defense; Compulsory Social Security
- P – Education
- Q – Human Health & Social Work Activities
- R – Arts, Entertainment and Recreation
- S – Other Service Activities
- T – Activities of Household as Employers; Undifferentiated Goods- and- Services- Producing Activities of Households for Own Use
- U – Activities of Extraterritorial Organizations and Bodies